



INTEGRATED STATEWIDE INFORMATION SYSTEMS HUMAN RESOURCES SYSTEM TRAINING REQUEST FORM

TRAINEE INFORMATION (please print)

All trainee information must be completed with the exception of SSN and Special Requirements

Name: SSN: Personnel #: E-mail Address: Phone:	FAX: Agency #: Agency Name: Work City: Special Requirements:
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*Click or check in the box to the right of each requested course number.
All classes require **basic skills in use of Microsoft windows**.*

Employee Administration Courses – SAP Paid Agencies ONLY

Organizational Management (2 days)		HRS012	<input type="checkbox"/>
Employee Administration – Part 1 (2 days)	<i>Prerequisite: Org Mgt</i>	HRS026	<input type="checkbox"/>
Employee Administration – Part 2 (2 days)	<i>Prerequisite: EA Pt 1</i>	HRS027	<input type="checkbox"/>
Transfers and Separations (2 day)	<i>Prerequisite: EA Pt 2</i>	HRS028	<input type="checkbox"/>

Employee Administration Courses –ISIS HR Non-Paid Agencies ONLY

Organizational Management (2 days)	<i>Note: Only employees who create and maintain org units and positions should schedule Org Mgt</i>	HRS012	<input type="checkbox"/>
ISIS HR NonPaid Agency (2 days)		HRS002	<input type="checkbox"/>

Time Administration Courses

Time Administration (1 day)	<i>Select only one</i>	With cost distribution	HRS024	<input type="checkbox"/>
		Without cost distribution	HRS025	<input type="checkbox"/>

Report Course

Basic Reports (1/2 day)	HRS017	<input type="checkbox"/>
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ISIS HR Designee Approval (EA Manager, ISIS Liaison/Training Coordinator)

Note: Signature also confirms employee has completed all prerequisites for selected class(es).

Date

Phone

For information concerning submission of completed forms: <http://www.la.gov/ois/service/forms/submission.htm>

For a complete description of each course: <http://www.la.gov/ois/service/training/courses/hrdirectory.htm>